

# FY 02 CALENDAR (OCTOBER 2001 - SEPTEMBER 2002)

JOSE LENG, PROGRAM COORDINATOR 757-4126

PROCUREMENT AND CONTRACTING	COST	COURSE DATES AND COURSE CODES											
		OCT 01	NOV 01	DEC 01	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02
Changes and Claims in Government Contracts	\$395								29-31 495829				24-26 495830
Contract Administration for Contracting Officers and Contracting Officers Representatives	\$295	01-02 495629					04-05 495630						
Contracting Officers Representative Course – Refresher	None		05 495851	14 495853			18 495854		10 495855		22 495857		
Government Contracting for Technical/Administrative Personnel Explained in Plain English	\$375	15-17 495634				04-06 495635			06-08 495636				
GSA-101	None										26 498341		
Introduction to DITSCAP	DoD \$250 Contr. \$270		06-07 496340					02-03 496342					
Managing Performance of Service Contracts	\$295											05-06 495638	
NAVAIR Procurement Process	None	22-25 495551						08-11 495552		24-27 495553			
NAVSUP Commercial Purchase Card Course	None		08 495834		31 495835				16 495837				19 495839
NAVSUP Contracting Officers Representative Course (COR)	None		06-07 495841		29-30 495844				14-15 495845				17-18 495846
NAVSUP Simplified Acquisition Course	None						18-22 495848				22-26 495849		
Principles and Procedures for the Information Systems Security Manager/Information Systems Security Officer (ISSM/ISSO)	DoD \$421 Contr. \$492				22-24 496338					11-13 496339			
Quality Assurance for Aircraft Maintenance Contracting	\$275	25-26 497330							02-03 497168			12-13 497170	
Understanding the Federal Acquisition Regulation (FAR)	\$295	22-23 495642					11-12 495643						

PROCUREMENT AND CONTRACTING (Contd)	COST	COURSE DATES AND COURSE CODES											
		OCT 01	NOV 01	DEC 01	JAN 02	FEB 02	MAR 02	APR 02	MAY 02	JUN 02	JUL 02	AUG 02	SEP 02
Understanding the ISO 9000/14000	\$215												09 495641
Understanding the Uniform Commercial Code	\$215												10 495644
Writing Based Statements of Work	\$295					11-12 495639				03-04 495640			

<b>COURSE TITLE:</b>	<b>CHANGES AND CLAIMS IN GOVERNMENT CONTRACTS</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495829 495830	<b>DATE:</b> 29-31 May 02 24-26 September 02	<b>NOMINATION DEADLINE:</b> 29 April 02 23 August 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<p>The statutory and regulatory constraints which govern contracting, as well as the nature of the contracting process, makes it necessary for the agencies to have flexibility to deal with such things as changes in technology, changes in requirements, errors in plan specifications, delays, suspension of work and more. Resolution of these areas often means reaching agreement with the contractor, particularly when there is a dispute about the interpretation of contract requirements. This three day workshop covers the following subject areas:</p> <ul style="list-style-type: none"> <li>❖ Changes in the Work.</li> <li>❖ Claims Presentation and Defense.</li> </ul>	
<b>OBJECTIVE:</b>	<p>Upon completion of this training, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Understand the nature of contract changes.</li> <li>❖ Understand how government contract claims are asserted, perfected, presented, certified, defended and resolved if disputed.</li> <li>❖ Understand the major government remedies, including audit and investigative powers, suspensions and debarment powers and procurement fraud actions.</li> </ul>	
<b>AUDIENCE:</b>	Anyone participating in a contract which may result in changes or disputes, in order to understand the remedies and how they are invoked.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$395.00	
<b>METHOD OF PAYMENT:</b>	<p>Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.</p>	

<b>COURSE TITLE:</b>	<b>CONTRACT ADMINISTRATION FOR CONTRACTING OFFICERS AND CONTRACTING OFFICERS REPRESENTATIVES</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495629 495630	<b>DATE:</b> 01-02 October 01 04-05 March 02	<b>NOMINATION DEADLINE:</b> 31 August 01 04 February 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<p>Enhance the skills needed for anticipating, identifying, understanding and resolving contracting problems. The role of the Contracting Officers and the assigned duties to the Contracting Officer's Representative (COR) is frequently misunderstood in contracting. COR duties flow from the delegation of authority made by the Contracting Officer. But, the Contracting Officers can never delegate his/her responsibilities. Topics covered will include: legal principles of government contract law, methods of solicitation, contract types, key contract clauses, interpreting statements of work and other contractual obligations, contract modifications, claims preparation, defense strategies and disputes resolution, inspection, warranty and acceptance and termination of contracts.</p> <p>A portion of this course is explained from the contractor's perspective, so that Government personnel will have a better understanding of where the contractor is coming from. All attendees receive a special course manual and a "Government Contracts Dictionary."</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, which is designed around actual contracting problems brought before the Boards of Contract Appeals, participants should have strengthened their ability to successfully manage contract performance.</p> <p>Note – For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p> <p>Note: This course will not certify you as Contracting Officers Representative (COR).</p>	
<b>AUDIENCE:</b>	This course is applicable for those assigned as Contracting Officers, CORs, engineers, project and program managers, contractor personnel and anyone else responsible for the management of contract performance.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$295.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>CONTRACTING OFFICERS REPRESENTATIVE COURSE – REFRESHER</b>	
<b>VENDOR:</b>	Naval Air Warfare Center Aircraft Division	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495851 495853 495854 495855 495857	<b>DATE:</b> 05 November 01 14 December 01 18 March 02 10 May 02 22 July 02	<b>NOMINATION DEADLINE:</b> 06 October 01 14 November 01 15 February 02 10 April 02 21 June 02
<b>TIME:</b>	8:00 a.m.-11:00 a.m.	
<b>DESCRIPTION:</b>	The Contracting Officer's Representative training is mandatory for government employees nominated to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. Once certified as a COR, refresher training must be completed every three years prior to being re-appointed as a COR. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts and updated information regarding acquisition policies.	
<b>OBJECTIVE:</b>	Upon completion of this course, participants should be more knowledgeable in the current information regarding COR obligations and be eligible for re-appointment as a COR.	
<b>AUDIENCE:</b>	Current CORs requiring refresher training for re-certification.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	3 Hours	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>GOVERNMENT CONTRACTING FOR TECHNICAL AND ADMINISTRATIVE PERSONNEL EXPLAINED IN PLAIN ENGLISH</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #1489	
<b>COURSE CODE:</b> 495634 495635 495636	<b>DATES:</b> 15-17 October 01 04-06 February 02 06-08 May 02	<b>NOMINATION DEADLINES:</b> 14 September 01 04 January 02 05 April 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	Government contracting is actually very interesting once you understand what it is all about. This course covers the entirety of the acquisition cycle, from presolicitation through award and administration. It covers the twelve basic steps involved and has been designed to provide a survey of the basics of the subject areas. The course explains rules of contract management, roles of key contract players, contracting officer authority, procurement law, methods of procurement types of contracts, resolution of contract administration problems during performance and the essentials of the termination. It also includes instructions on the use of the FAR and coverage of the requirements of Federal Acquisition Streamlining Act (FASA) and its impact on contracting, including the new commercial contracting preference. All explained in plain language so that you understand the rules and why they make sense. <u>Each attendee will receive a complete copy of the deskbook FAR, a "Course Manual" and a copy of the "Government Contracts Dictionary".</u> Materials used represent the current rules under which contracting personnel must operate.	
<b>OBJECTIVE:</b>	Upon completion of the training, participants should: ❖ Understand the key essential steps on government contracting ❖ Acquire basic contracting skills ❖ Acquire reinforcement of basics for experienced personnel	
<b>AUDIENCE:</b>	Procurement analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as the development of solicitations, award of purchase orders, contracts and basic agreements, and administration of contracts. Note – For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$375.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>GSA-101</b>	
<b>VENDOR:</b>	GSA/FSS/B 14000 Jericho Park Road Bowie, MD 20715	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 498341	<b>DATE:</b> 26 July 2001	<b>NOMINATION DEADLINE:</b> 26 June 2001
<b>TIME:</b>	9:00 a.m. - 3:00 p.m.	
<b>DESCRIPTION:</b>	GSA – 101 features presentations on products and services offered by GSA Federal Supply Services.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, participants should know:</p> <ul style="list-style-type: none"> <li>❖ <b>Catalog Products:</b> Thousands of your most frequently used office supplies, cleaning products, paint and tools available on demand.</li> <li>❖ <b>GSA Schedules:</b> Hundreds of thousands of commercial products and services available directly from GSA vendors / contractors. Also, learn about the Schedule E – Library, which provides contract award information, basic schedules ordering guidelines, complete listing of all schedules, and a powerful search engine.</li> <li>❖ <b>Property Management:</b> Your key to obtaining and transferring your agency's excess Federal property. Learn about utilization, donation, and sales! <b>Remember, utilization is your FIRST source of supply!</b></li> <li>❖ <b>Travel and Transportation:</b> Access to commercial travel agents offering reduced rates on tickets, lodging and rental cars. Learn about the Government purchase card, household and office relocations, and more.</li> <li>❖ <b>GSA Advantage:</b> An on-line ordering system that allows agencies to search all GSA sources of supply and select the items that are best value for their requirements. GSA Advantage! Offers over 740,000 items available for purchase using your GSA Smart-pay government purchase card.</li> <li>❖ <b>JWOD/NIB/NISH:</b> Information about the Javits Wagner O'Day (JWOD) Act which makes the purchase of products and services offered by the National Industries for the Blind and National Industries for the Severely Disabled (NIB/NISH) mandatory when they meet your agency needs. Also a display of the quality products provided by this important organization.</li> </ul>	
<b>AUDIENCE:</b>	Procurement analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as purchasing, contracts, purchase card holders, and property management personnel.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
<b>LENGTH:</b>	1 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO THE DEPARTMENT OF DEFENSE INFORMATION TECHNOLOGY SECURITY CERTIFICATION ( DITSCAP)</b>	
<b>VENDOR:</b>	SPAWAR Systems Center Charleston Jacksonville Office, Code J7531 Naval Air Station, P.O. Box 151 Jacksonville, FL 32212-0151	
<b>LOCATION:</b>	Human Resource Office, Building 1489	
<b>COURSE CODE:</b> 496340 496342	<b>DATE:</b> 06-07 November 01 02-03 April 02	<b>NOMINATION DEADLINE:</b> 05 October 01 01 March 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This introductory two – day course provide information on the Department of defense (DoD) Information and Technology Security Certification and Accreditation Process (DITSCAP) as defined in DoD Instruction 5200.40. This course is not agency or service specific. This course does not certify INFOSEC officials.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, attendees should be able to:</p> <ul style="list-style-type: none"> <li>❖ Understand DITSCAP phases and their associated tasks.</li> <li>❖ Provide a framework for your Certification and Accreditation actions.</li> </ul>	
<b>AUDIENCE:</b>	Personnel in the position of ISSO / ISSM, DAA, Certifying Agent, Program Manager or others with C & A responsibilities	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	DOD Employees \$250.00 / Contractors \$270.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. Employee must circle "R" In Block 22, under "Payment" on the Initial Training Request Form.	



<b>COURSE TITLE:</b>	<b>MANAGING PERFORMANCE OF SERVICE CONTRACTS</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495638	<b>DATE:</b> 05-06 August 02	<b>NOMINATION DEADLINE:</b> 05 July 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<p>There is more to managing a service contract than verifying the labor records! Service contracts impose duties and responsibilities upon the government and the contractor, including responsibility for phase-in, maintenance of labor levels, deduction of payment, absorption of costs due to inflation and record keeping. This course will provide an understanding of the following: knowing the latest government rules regarding performance measurement, understanding the different methods of contracting and contract reimbursement, understanding and utilizing work breakdown structures for planning, communicating and monitoring performance and <b>how to create</b> performance indicators that enable project and contract managers to determine performance results, regardless as to the adequacy of the work statement definition. Participants will receive a manual which includes forms and action plans and a section of the program will be devoted to identification of causes and costs of project growth. (This section is particularly valuable to anyone responsible for claims preparation or claims defense.)</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of this training, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Complete projects on schedule and within budget</li> <li>❖ Increase and enhance levels of productivity</li> <li>❖ Implement a contract management audit program which will reveal potential problems long before they might become known.</li> <li>❖ Provide tighter control over all aspects of service contract projects</li> </ul>	
<b>AUDIENCE:</b>	<p>Personnel directly responsible or in support of the procurement and management of service contracts. <b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$275.00	
<b>METHOD OF PAYMENT:</b>	<p>Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.</p>	

<b>COURSE TITLE:</b>	<b>NAVAIR PROCUREMENT PROCESS</b>	
<b>VENDOR:</b>	NAVAIR	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495551 495552 495553	<b>DATES:</b> 22-25 October 01 08-11 April 02 24-27 July 02	<b>NOMINATION DEADLINE:</b> 21 September 01 08 March 02 24 May 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This 4-day course focuses on methods and procedures required in the preparation of procurement initiation documents (PIDs) for materials and services.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Understand the procurement process, including acquisition planning and defining and integrating requirements into a quality procurement package.</li> <li>❖ Understand the importance that teamwork and individual responsibility play in developing quality procurement initiation documents and contracts.</li> <li>❖ Apply practical application training in the preparation and/or processing of procurement initiation documents and the process of integrating supporting requirements.</li> </ul>	
<b>AUDIENCE:</b>	NAVAIR acquisition personnel Level I and Level II, who are or will be directly involved in reviewing, preparing or integrating technical requirements, attachments, etc., into procurement documentation.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate pending space availability. Contractor personnel must have the endorsement of the COR to validate that the course is consistent with contract requirements.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVY SUPPLY COMMERCIAL PURCHASE CARD COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3392	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495834 495835 495837 495839	<b>DATE:</b> 08 November 01 31 January 02 16 May 02 19 September 02	<b>NOMINATION DEADLINE:</b> 09 October 01 28 December 01 16 April 02 19 August 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods and procedures to be used when making purchases with dollar values less than or equal to \$2,500.00 using the credit card as a method of payment. There will be an examination at the end of the course consisting of fifty true/false questions.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Analyze the requirements of a small purchase and to effectively follow the rules relative to the credit card.</li> <li>❖ Apply approved techniques employed in effective small purchase actions.</li> <li>❖ Apply laws and regulations governing Department of Defense small purchase procedures.</li> </ul>	
<b>AUDIENCE:</b>	Anyone required to use a government credit card to make purchases as described above. This course is not necessarily for contracting personnel but more so for technical personnel who will most likely be the card user.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495841 495844 495845 495846	<b>DATE:</b> 06-07 November 01 29-30 January 02 14-15 May 02 17-18 September 02	<b>NOMINATION DEADLINE:</b> 05 October 01 28 December 01 12 April 02 16 August 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	The COR Course explains the duties and responsibilities inherent in the COR delegation. Attention will be directed to situations that will require additional attention in order to protect the government's interest. This course will explain from whom the COR gets authority and direction; to whom he answers and who answers to him; training a COR is required to have and how the COR documents his authority. A score of 80% is required on the 40-question test in order to be certified as a NAVSUP approved COR.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, the participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Explain "constructive change" and identify COR responsibility to avoid any situation considered constructive change.</li> <li>❖ Explain a contractor's relationship to the government when using government work space.</li> <li>❖ Identify the technical qualifications called for in the contract.</li> <li>❖ Identify the source of the Independent Government Estimate, and the supporting documentation used.</li> <li>❖ Evaluate the contractor's programs on a delivery order and compare it to what is billed and certified.</li> </ul>	
<b>AUDIENCE:</b>	New CORs, CORs currently working on a contract and CORs who have proposed solicitations.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVSUP SIMPLIFIED ACQUISITION COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment – Hampton Roads 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495848 495849	<b>DATE:</b> 18-22 March 02 22-26 July 02	<b>NOMINATION DEADLINE:</b> 19 February 02 21 June 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods, and procedures to be used when making purchases with dollar values less than or equal to \$100,000.00	
<b>OBJECTIVE:</b>	<p>Upon Completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Analyze the requirements of a small purchase and select the best method to accomplish the action.</li> <li>❖ Understand the approved techniques employed in effective small purchase actions.</li> <li>❖ Understand laws and regulations governing Department of Defense (DoD) small purchase procedures and standards of conduct for all DoD personnel.</li> </ul>	
<b>AUDIENCE:</b>	Non-1105 series personnel who purchase less than 50 percent of the time, such as ordering officers, supply clerks, supply officers, etc.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>PRINCIPLES AND PROCEDURES FOR THE INFORMATION SYSTEMS SECURITY MANAGER / INFORMATION SYSTEMS SECURITY OFFICER ( ISSM / ISSO )</b>	
<b>VENDOR:</b>	NAVCOMTELSTA, Jacksonville INFOSEC and Software Support Branch, N821 P.O. Box 111, Naval Station. 919 Jacksonville, FL 32212-011	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 496338 496339	<b>DATE:</b> 22-24 January 02 11-13 June 02	<b>NOMINATION DEADLINE:</b> 21 December 01 10 May 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This three day course contains guidance and direction for the DON INFOSEC Program. This course will assist you in satisfying your DON INFOSEC training requirements.	
<b>OBJECTIVE:</b>	Upon completion of this course, attendees should be able to: <ul style="list-style-type: none"> <li>❖ Understand policy on computer security.</li> <li>❖ Understand the Duties and Responsibilities of the ISSM / ISSO.</li> <li>❖ Knowledgeable of implementation guidance on INFOSEC Directives, DITSCAP Overview, Risk Analysis, Security Test &amp; Evaluation (ST&amp;E), and Contingency Planning.</li> </ul>	
<b>AUDIENCE:</b>	Military / Civilian personnel who are designated as key members in the development, implementation, operation and maintenance of an Activity information Systems security Program.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	DOD Employees \$421.00 / Contractors \$492.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. Employee must circle "R" In Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>QUALITY ASSURANCE FOR AIRCRAFT MAINTENANCE CONTRACTING</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23240-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 497330 497168 497170	<b>DATE:</b> 25-26 October 01 02-03 May 02 12-13 August 02	<b>NOMINATION DEADLINE:</b> 25 September 01 02 April 02 12 July 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	This course covers: why and how the government buys from industry, how the government assures quality in its own, and in contractor operations: what the aircraft maintenance contract and delivery order call for in terms of work and quality assurance; how the government and contractor are organized and work together to assure quality; duties of government quality assurance personnel; supply and safety implications of contract maintenance upon government quality assurance and the government quality assurance task in perspective.	
<b>OBJECTIVE:</b>	This course is intended to improve the effectiveness of government quality assurance for aircraft maintenance provided by contractors. It is designed to increase the knowledge, understanding, and skills of government operating personnel and their supervisors.	
<b>AUDIENCE:</b>	Maintenance officers, project officers, quality assurance evaluators, aircraft maintenance personnel and inspection personnel.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$275.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE FEDERAL ACQUISITION REGULATION (FAR)</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 495642 495643	<b>DATES:</b> 22-23 October 01 11-12 March 02	<b>NOMINATION DEADLINE:</b> 21 September 01 11 February 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<b>WE AREN'T GOING TO GO OVER EVERY PAGE, BUT...</b> by the time you leave this course, you will have learned about the substance of each of the 53 parts of the FAR and, most importantly, how they interface with daily contracting activities.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li>❖ Be familiar with the key provisions and clauses in contracting.</li> <li>❖ Be able to rapidly locate the applicable parts of the FAR as they relate to contracting matters.</li> <li>❖ Understand the applicability of the FAR to the regulatory supplements.</li> <li>❖ More fully appreciate the rights and remedies of the contracting parties.</li> </ul> <p><b>All attendees will receive a course manual and complete deskbook-size FAR, so that this valuable reference can easily be brought to meetings, regardless of location.</b></p>	
<b>AUDIENCE:</b>	<p>All personnel who are required to perform their functions consistent with the rules and regulations. This is truly a “universal” Government training program.</p> <p><b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.</p>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$275.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.	



<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE ISO 9000 AND ISO 14000</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495641	<b>DATE:</b> 09 September 02	<b>NOMINATION DEADLINE:</b> 09 August 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<b>UNDERSTANDING THE QUALITY STANDARDS!</b> The ISO 9000 Series has now replaced some of the more traditional quality standards. What are these all about? What must a contractor do in order to be ISO qualified? What is the impact upon the “normal” inspection process used by the DoD and other agencies and is this relatively new approach to quality going to solve or create more problems? These issues and your questions make up the core of this one-day workshop.	
<b>OBJECTIVE:</b>	Upon completion of the training, participants should: <ul style="list-style-type: none"> <li>❖ Have a clear understanding of ISO 9000.</li> <li>❖ Be able to determine what and how this will impact contracting, including rights which may no longer exist prior to delivery and even afterwards.</li> </ul>	
<b>AUDIENCE:</b>	Project and support personnel, administrative and technical, who are involved in quality matters regarding acceptance and warranty.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$215.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>UNDERSTANDING THE UNIFORM COMMERCIAL CODE</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 495644	<b>DATE:</b> 10 September 02	<b>NOMINATION DEADLINE:</b> 09 August 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	With the government's new emphasis on acquisition of commercial contracts can you afford not to know what the U.C.C. is all about? One of the essential areas of contracting management is interpreting the rights and responsibilities that each party to the contract is obligated to perform. And, one of the methods used in interpretation of the contract is through the language contained in the Uniform Commercial Code (U.C.C.). This training is designed to provide basic training in the language and application of the Uniform Commercial Code. Attendees will receive actual U.C.C. materials.	
<b>OBJECTIVE:</b>	Upon completion of this training, attendees should have gained an insight into the rights and remedies prescribed by the U.C.C. when contracting for goods.	
<b>AUDIENCE:</b>	This course is designed for Contracting Officers, CORs and other project and support personnel (administrative and technical) who are responsible for contract interpretation and management, as well as procurement personnel, who are now required to understand commercial contracting as mandated by the Federal Acquisition Streamlining Act and implemented through FAR Part 12. <b>Note:</b> For those pursuing professional certification or recertification (i.e. NCMA, NAPM), satisfactory completion of this course includes continuing education hours from the National Association of Purchasing Management.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$215.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>WRITING BASED STATEMENTS OF WORK</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b> 495639 495640	<b>DATES:</b> 11-12 February 02 03-04 June 02	<b>NOMINATION DEADLINE:</b> 11 January 02 03 May 02
<b>TIME:</b>	8:00 a.m.-3:30 p.m.	
<b>DESCRIPTION:</b>	<p><i>Tell them how – not what!</i></p> <p>Creating a performance based SOW is a challenge which grows even more complicated when considering the special nature of professional services. This workshop examines writing techniques along with the types of problems which have arisen during performance when the performance based SOW did not contain the measurements needed to determine satisfactory performance.</p> <p>The program defines the elements of the PBSOW and Surveillance Plans, as well as incorporating OFPP, OMB and DAU materials. All attendees receive a special course manual. The program includes case exercises designed to improve writing skills.</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li>❖ Be familiar with the latest requirements in performance measurement.</li> <li>❖ Be able to prepare performance based work breakdown structures.</li> <li>❖ Be able to identify and describe the important factors in performance measurement.</li> </ul>	
<b>AUDIENCE:</b>	Planners, Technical writers, and those involved in development and administration of contracts and subcontracts.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$295.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	